



EFFECTIVE DATES AND ORDER PLACEMENT ANNOUNCEMENT
25-YEAR AND RETIREMENT SERVICE AWARDS
Pricing Effective 01/07/2004 – 06/30/2004

A new contract for Service Awards is not anticipated until July 2004 – there is no contract at this time. This document serves as the Ordering Instructions for the time period noted above, while a new contract for Service Awards is negotiated. Pricing effective 01/07/2004 through 06/30/2004 is noted on page 2 of this document. There have been no changes to the pricing and award items being offered.

ORDER PLACEMENT: *(Revised 01/07/2004 -- Please note that the supplier name has been changed in this document)*

All customer service functions are being handled by the manufacturing and distribution center of **Midwest Trophy Manufacturing Company, Inc., MTM Recognition Division** (formerly MTM/Jostens Recognition). Orders may be placed to the supplier as follows:

Midwest Trophy Manufacturing Company, Inc.,
MTM Recognition Division
615 S. 6th Street
Princeton, IL 61356
Toll Free: (800) 443-4618
Toll Free Fax: (866) 674-0498

Customer Service Contact: Mary Ellen Nelson
Extension 2655
E-mail: maryellen.nelson@mtmrecognition.com

Customer Service Manager: Patty Vladika
Extension 2610
E-mail: patty.vladika@mtmrecognition.com

REQUIREMENTS FOR ORDERING SERVICE AWARDS DURING THIS INTERIM PERIOD ARE AS FOLLOWS:
(Revised 01/07/2004)

1. Transactions valued at \$100 and less. Departments may make purchases valued at \$100 and less without delegated purchasing authority. Departments may use a Std. 40A (Sub-Purchase Order) form or a Std. 65 (Purchasing Authority Purchase Order) form. When using a Std. 65, do not enter the department's purchasing authority number in the "Purchasing Authority Number" box.
2. Transactions valued greater than \$100 that are within the department's purchasing authority. Departments granted purchasing authority must use a Std. 65 (Purchasing Authority Purchase Order) form, unless payment is made with CAL-Card. Transactions valued less than \$5,000.00 must comply with Government Code Section 14838.5(c). Transactions valued \$5,000 and greater, if non-competitively bid, must comply with Management Memo 03-10.
3. Transactions that exceed the department's purchasing authority (includes departments that have not been granted purchasing authority). Orders that exceed a department's delegated purchasing authority must be submitted to the Department of General Services, Procurement Division, on a Std. 66 (Purchase Estimate). Orders valued \$5,000 and greater, if non-competitively bid, must be accompanied by an approved Non-Competitively Bid Contract Justification. Submit orders to: Department of General Services, Procurement Division, Attn: Betty Korhonen, 707 Third Street, Second Floor North, P. O. Box 989054, West Sacramento, CA 95798-9054.
4. All orders less than \$5,000.00 may be considered "fair and reasonable" due to the commitment by Midwest Trophy Manufacturing Company, Inc., MTM Recognition Division to set current pricing at last year's contract price.

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PRICING – EFFECTIVE 01/07/2004 (GOOD UNTIL 06/30/2004):

TWENTY-FIVE YEAR AWARDS

<u>Item</u>	<u>Description</u>	<u>Price</u>
0003	Man's Swiss Quartz Movement Medallion Dial Watch	\$90.00
0004	Woman's Swiss Quartz Movement Medallion Dial Watch	\$90.00

NOTE: When ordering watches, indicate on order "Black" or "Brown" leather strap

0005	Desk Clock & Pen Set w/ Marble Base & Gold-Plated Medallion	\$89.00
0006	Polished Bronze Belt Buckle	\$75.00
0007	Sport Knife with Bronze Medallion Inlay	\$85.00
0008	Personalized Wall Plaque	\$81.00
0009	Desk Pen Set with Gold-Plated Medallion	\$83.00
0010	Charm/Bracelet, Solid 14K Gold	\$84.00

NOTE: When ordering Woman's Charm Bracelet, indicate 6.5", 7", or 7.5" length chain.

0011	Lapel Pin/Tie Tac, Solid 14K Gold	\$79.00
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Note on all 25 Year Service Award orders: Please include the recipient's name, month, day, year that recipient reached the 25 year service level.

All 25 Year Service Awards include a mounted, framed certificate; if the framed certificate (only) is requested, it is available as noted below:

Framed Certificate, 25 Years of Services	\$21.00
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RETIREMENT AWARDS (25 years or more of service)

<u>Item</u>	<u>Description</u>	<u>Price</u>
0012	Man's Swiss Quartz Movement Medallion Dial Watch	\$90.00
0013	Woman's Swiss Quartz Movement Medallion Dial Watch	\$90.00

NOTE: When ordering watches, indicate on order "Black" or "Brown" leather strap.

0014	Man's Sterling Silver Ring w/ Gold Emblem	\$81.00
0015	Woman's Sterling Silver Ring w/ Gold Emblem	\$81.00

NOTE: When ordering Rings, indicate ring size.

0016	Waterford Lead Crystal Vase, Base and Medallion	\$88.00
0017	Bronze Medallion Embedded in Acrylic	\$79.00
0018	Mantel Clock w/ Gold-Plated Medallion	\$90.00

On all Retirement Service Awards please indicate the Recipient's name.

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DGS-PROCUREMENT DIVISION CONTACT:

Questions regarding this service award announcement should be directed to:

Sharon DuBose, Analyst
Acquisitions & Contracts Section
Procurement Division
Department of General Services
707 – 3rd Street, 2nd Floor (95605)
P. O. Box 989054
West Sacramento, CA 95798-9054

PHONE: (916) 375-4463 / CALNET 480-4463
FAX: (916) 375-4522 / CALNET 480-4522
E-mail: sharon.dubose@dgs.ca.gov

NOTE: Photographs of the 25-Year & Retirement Service Award items are on display at the Department of General Services, Procurement Division website link at:

<http://www.pd.dgs.ca.gov/contracts/awards>

(Signature on File)

Janice King, Assistant Deputy Director
Procurement Division
Department of General Services